

**SHOALWATER BAY INDIAN TRIBE  
JOB DESCRIPTION**

**Job Title:** Elder Services Assistant  
**Reports To:** Elder Services/Transportation Manager  
**FLSA Status:** Non-exempt  
**Prepared By:** Human Resources  
**Prepared Date:** 6.22  
**Approved By:**  
**Approved Date:**

**SUMMARY:**

This position will work with the Elders lunch program, the Elder Transportation program and the Food distribution activities of the Social Services Department. May perform other activities that are community related in the Social Services Department. Will assist Elder Services Specialist as requested with off-site activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Prep/ cook lunch for community
- Delivery of elder lunches as needed
- Assisting of tribal elders with grocery shopping, or other non-medical transportation as needed.
- Other duties as assigned.

The above statements are intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

**SUPERVISORY REQUIREMENTS:** This position has no supervisory responsibilities.

**COMPETENCIES:**

**Patient Service** – Manages difficult or emotional patient situations; responds promptly to patient needs; responds to requests for service and assistance; meets commitments.

**Interpersonal Skills** – Focuses on solving conflict; maintains confidentiality; listens to others without interrupting; keeps emotions under control.

**Oral Communication** – Speaks clearly and persuasively in positive or negative situations; listens and obtains clarification; responds well to questions.

**Written Communication** – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Ethics** – Treats people with respect; works with integrity and ethically; upholds organizational values.

**Professionalism** – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

**Safety and Security** – Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

**Dependability** – Follows instructions, responds to management direction; takes responsibility for own actions; commits to long hours of work when necessary.

**Attendance and Punctuality** – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have a minimum of nine ( 9 ) months experience working with Elders / Food distribution or a similar industry
- Must be able to keep records and files related to elder services
- Must be able to lift 75 pounds
- Must have a food handler's card
- Must have valid driver's License

**EDUCATION and/or EXPERIENCE:** High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**MATHEMATICAL SKILLS:** Basic mathematical skills; addition, subtraction, multiplication, division, decimals and fractions.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out detailed written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**AT-WILL EMPLOYMENT:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job related instructions and to perform any other job related duties requested by any person authorized to give instructions or assignments.

The employment relationship with Shoalwater Bay Indian Tribe is voluntary; there is no specified length of employment. Accordingly, either the Shoalwater Bay Indian Tribe or the employee may terminate the employment relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

This document does not create an employment contract, implied or otherwise.